

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5242

TITLE: PLANNING AIDE

GRADE: S-11

DEFINITION:

Under supervision, to perform limited technical work in the field and/or office, in one or more phases of County planning; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Planning Aide is distinguished from the Planning Technician I in that the Planning Aide performs limited technical work in support of professional planners, to include collecting and charting demographic data; preparing layouts, maps, and graphs for publication; and preparing and placing signs around the County announcing public hearings, whereas the Planning Technician I performs paraprofessional planning work, to include conducting field studies and research; drafting detailed maps; examining and processing site/development plans; assisting in the development of planning survey and census instruments; and directing the work of a small group of Planning Aides and/or clerical staff.

ILLUSTRATIVE DUTIES:

Assists County planners in land-use, transportation, environmental and economic planning;
Prepares and revises zoning maps and site plan transparencies;
Posts special exception applications to map book;
Collects, tabulates and charts demographic data;
Conducts field studies, such as counts of bus passengers at specified check points;
Coordinates data collection and input;
Maintains computer files on the zoning, site plan, and building permit stages of the land development process;
Edits data, and identifies and resolves basic data error problems;
Prepares layouts, designs, maps, and graphs for publication or staff presentation;
Coordinates the printing and distribution process associated with the publication of various documents;
Prepares, places, and collects signs around the County announcing public hearings in accordance with State and County Code;
Maintains records of all postings as documentation of compliance with Codes;
Provides information to the public orally, in written format, or by distribution of printed materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of how to read and interpret maps;
Some knowledge or familiarity with automated information and database management systems;
Elementary knowledge of planning theory, practices and procedures in the area of specialization;
Ability to gather, tabulate and organize raw demographic data;

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Ability to conduct routine field studies;

Ability to prepare layouts, designs, maps, posting signs, and graphs, as required;

Ability to answer inquiries informatively and tactfully;

Ability to work independently;

Ability to maintain effective work relationships.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to high school graduation or a G.E.D. issued by a state department of education; PLUS

Two years experience providing support in the area(s) of urban, transportation, environmental, economic planning, or a related field, as applicable to the position.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED:

April 26, 2001

REVISED:

November 6, 1985